



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: August 15, 2005

TO: Circuit Court Chief Judges
cc: Circuit Court System Providers
Circuit Court Administrators
County Clerks
Regional Administrators

FROM: Elizabeth A. Barber
Trial Court Collections Project Manager

RE: New Reporting Requirements

General Information:

In 2004, at the direction of then Chief Justice Corrigan, the State Court Administrative Office (SCAO) convened a Collections Advisory Committee to develop a statewide strategy for improving the collection of court-ordered financial sanctions. In addition, a workgroup of court administrators from circuit, family division, and district courts was convened to identify report elements necessary to provide improved collection management information to the courts and SCAO. The committee and the workgroup acknowledged the need for a uniform system of reporting data and identified the elements to be included in standardized reports. This memo is to inform all system providers, chief judges, and court administration of these new reporting requirements.

Based on these recommendations, SCAO will be requiring that all circuit courts provide the attached outstanding receivables and payment/adjustment distribution reports.

Annually, outstanding receivables and payment/adjustment distribution reports must be submitted in the attached format to SCAO by July 15. The first annual reports will be due July 15, 2006.

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These reports will be utilized to monitor court collections, identify best practices, and identify courts that need direct technical assistance. SCAO will provide feedback to the courts, including how their collection rate compares to statewide and regional averages.

It is anticipated that these reports will utilize information that each court is already capturing in their system. There should be no need to gather any new or additional data. Early implementation is strongly encouraged.

Questions:

If you have any questions, please contact me at (517-373-5895 or BarberB@courts.mi.gov), or Lori DeMember at (517-373-3122 or DeMemberL@courts.mi.gov).

Circuit Court

Descriptions of Required Receivable Reports

Annual Due Date for All Reports – July 15

The first annual reports are due by July 15, 2006.

Summary Report of Outstanding Receivables by Cash Code and Case Type

This report provides a summary of monies owed to the court as of a specific date by cash code category and its associated description (e.g., fines, court costs) for all criminal and civil cases. Annually, outstanding receivables will be reported as of June 30. The specific case type codes to be used for the criminal and civil categories include:

Criminal

<u>Case Type Code</u>	<u>Status</u>	<u>Brief Description</u>
FC	Currently Used	Capital Felonies
FH	Currently Used	Non-Capital Felonies
FJ	Currently Used	Juvenile Felony Offenses

Civil

<u>Case Type Code</u>	<u>Status</u>	<u>Brief Description</u>
AH	Currently Used	Habeas Corpus
AL	Currently Used	Licensing Vehicles
AS	Currently Used	Superintending Control
AW	Currently Used	Writs
CB	Currently Used	Business Claims
CC	Currently Used	Condemnation
CD	Currently Used	Employment Discrimination
CE	Currently Used	Environment
CF	Currently Used	Forfeiture Claims
CH	Currently Used	Housing and Real Estate
CK	Currently Used	Contracts
CL	Currently Used	Labor Relations
CP	Currently Used	Antitrust, Franchising and Trade Regulation
CR	Currently Used	Corporate Receivership
CZ	Currently Used	General Civil
DC	Currently Used	Custody
DM	Currently Used	Divorce, Minor Children
DO	Currently Used	Divorce, No Children
DP	Currently Used	Paternity
DS	Currently Used	Other Support
DU	No Longer Used	URES A Enforcement
DV	No Longer Used	Domestic Violence
DZ	Currently Used	Other Family Matters

ND	Currently Used	Property Damage, Auto Negligence
NF	Currently Used	No-Fault Automobile Insurance
NH	Currently Used	Medical Malpractice
NI	Currently Used	Personal Injury, Auto Negligence
NM	Currently Used	Other Professional Malpractice
NO	Currently Used	Other Personal Injury
NP	Currently Used	Products Liability
NS	Currently Used	Dramshop Act
NZ	Currently Used	Other Damage Suits
PC	Currently Used	Proceedings to Restore, Establish or Correct Records
PD	Currently Used	Claim and Delivery
PH	Currently Used	Personal Protection (Stalking)
PJ	Currently Used	Personal Protection (Juvenile)
PP	Currently Used	Personal Protection (Domestic)
PR	Currently Used	Receivers in Supplemental Proceedings
PS	Currently Used	Supplemental Proceedings
PZ	Currently Used	Miscellaneous Proceedings
TC	Currently Used	Transfer Custody
TI	Currently Used	Transfer URESA, Initiation
TM	Currently Used	Transfer Divorce, Minor Children
TO	Currently Used	Transfer Divorce, No Children
TP	Currently Used	Transfer Paternity
TS	Currently Used	Transfer Other Support
TU	Currently Used	Transfer URESA Enforcement
TZ	Currently Used	Transfer Other Family Matters
UC	Currently Used	UIFSA Modification; Filing
UD	Currently Used	Assist with Discovery
UE	Currently Used	UIFSA Establishment
UF	Currently Used	UIFSA Enforcement; Filing
UI	Currently Used	UIFSA Initiation
UM	Currently Used	Registration of Orders for Modification
UN	Currently Used	Registration of Orders for Enforcement
UO	Currently Used	UIFSA Income Withholding; Filing
UT	Currently Used	Transfer UIFSA
UW	Currently Used	Registration of Income Withholding Orders
VP	Currently Used	Violation, Out-County Adult PPO

This report will provide the courts with a concise summary of the types of assessments (e.g., fines, court costs) that are outstanding for criminal and civil cases. The totals on this report should balance to the Outstanding Receivables Aging Report.

Outstanding Receivables Aging Report

This report summarizes outstanding receivables by the number of days outstanding for the previous seven years for all criminal and civil cases. The aging time span illustrated in the attached example (six months, twelve months, eighteen months, etc.) is required.

This report will allow courts to easily determine the age of outstanding receivables. The totals from this report should balance to the Summary Report of Outstanding Receivables by Cash Code and Case Type.

Note: The Summary Report of Outstanding Receivables by Cash Code and Case Type and the Outstanding Receivables Aging Report are generated in a single report output.

Payment/Adjustment Distribution of Cases Assessments in (year)

This report provides an annual payment and adjustment history for monies assessed by the court in a specified calendar year. Adjustments are defined as any reduction in an original assessment, such as assessments that are waived, suspended, or jail time/community service served in lieu of fines and costs.

For instance, if \$1,000,000 was assessed by a court in 2004, how much of the \$1,000,000 was collected and adjusted out in 2004, 2005, and 2006? The report provides collection history for up to seven years following the selected year for evaluating collection trends. The required case types are civil and criminal and the required time span is seven years. See page 1 and 2 of this memo for the specific case type codes to be used for these categories.

The first annual payment/adjustment distribution reports, which are due by July 15, 2006, should be submitted for assessments in 2004, 2005, and 2006. Annually, in addition to the payment/adjustment distribution report for the current year, courts will be required to submit payment/adjustment distribution reports for the previously submitted years, up to a maximum of seven reports/years. For example, for reports due July 15, 2010, the court will submit payment/adjustment distribution reports for assessments in 2004, 2005, 2006, 2007, 2008, 2009, and 2010.

Circuit Court
Summary Report of Outstanding Receivables by Cash Code and Case Type
As of _____

Cash Code Description	Cash Code	Civil Total	Criminal Total
Total Outstanding Receivables		0.00	0.00

Circuit Court
Outstanding Receivables Aging Report
As of _____

Days Outstanding		Civil Total	Criminal Total
1 to 180 Days (6 Months)			
181 to 365 Days (12 Months)			
366 to 545 Days (18 Months)			
546 to 730 Days (2 Years)			
731 to 910 Days (2.5 Years)			
911 to 1095 Days (3 Years)			
1096 to 1275 Days (3.5 years)			
1276 to 1460 Days (4 Years)			
1461 to 1640 Days (4.5 Years)			
1641 to 1825 Days (5 Years)			
1826 to 2005 Days (5.5 Years)			
2006 to 2190 Days (6 Years)			
2191 to 2370 Days (6.5 Years)			
2371 to 2555 Days (7 Years)			
More Than 7 Years			
Total Outstanding Receivables		0.00	0.00

Circuit Court Payment/Adjustment Distribution of Criminal Assessments in 2004 by Payment/Adjustment Year						
	Civil	Percent of Total	Criminal	Percent of Total	Grand Total	Percent of Grand Total
Total Amount Assessed						
Paid in 2004 Adjusted in 2004						
Paid in 2005 Adjusted in 2005						
Paid in 2006 Adjusted in 2006						
Paid in 2007 Adjusted in 2007						
Paid in 2008 Adjusted in 2008						
Paid in 2009 Adjusted in 2009						
Paid in 2010 Adjusted in 2010						
Total Outstanding	0.00	0.00%	0.00	0.00%	0.00	0.00%
Summary						
	Civil	Percent of Total	Criminal	Percent of Total	Grand Total	Percent of Grand Total
Total Assessed						
Less: Total Paid - All Years						
Less: Total Adjusted - All Years						
Total Outstanding	0.00	0.00%	0.00	0.00%	0.00	0.00%